

# Archuleta County CSU Extension Advisory Committee

## Constitution and By-Laws

### Article I

#### NAME

Section 1 - The name of this organization shall be the Archuleta County Extension Advisory Committee.

### Article II

#### PURPOSE

Section 1 - The purpose of this organization shall be to cooperate with the Colorado State University Extension – Archuleta County Extension staff in planning, developing, implementing, promoting, evaluating and reporting programs in agriculture/natural resources, consumer and family sciences education, 4-H/Youth Development, horticulture, and community resource development.

Section 2 - The Extension Advisory Committee serves in an advisory capacity only, has no legal powers to put recommendations into action, and assumes no liability from actions taken by Colorado State University Extension. Its effectiveness and influence is the counsel it provides rather than through legal authority.

### Article III

#### ROLE

Section 1 - The role of the Archuleta County CSU Extension Advisory Committee is to cooperate with the Colorado State University Extension – Archuleta County Extension staff in attainment of the above purpose. This includes:

- a. Assist Extension staff in determining educational program content and establishing priorities, which will result in maximum participation of citizens.
- b. Promote a positive image of the Extension organization.
- c. Share in the coordination of the total Archuleta County Extension program, as well as the various committees that may be associated with these programs.
- d. Help develop the annual and long-range objectives for the Archuleta County Extension programs including participation in the execution and evaluation.

- e. Serve as an informal link in communicating the role of Extension to the people of Archuleta County while advocating Extension services and programming efforts.
- f. To assist in obtaining the resources necessary to carry out program requests in an effective manner.
- g. Shall keep county commissioners, area legislators, and key community leaders informed of the scope and breadth of Colorado State University Extension - Archuleta County programs in an effort to maintain sufficient resources for Extension work in Archuleta County.
- h. Will provide feedback to Extension about concerns, expectations, and opportunities expressed by elected officials.
- i. Are to acquaint, on a continuing basis, appropriate elected county, state and federal officials, as well as key community leaders, about the nature and importance of Extension educational programs.

**Article IV  
MEMBERSHIP**

- Section 1 - The membership of this committee shall consist of no less than five (5) and not more than eleven (11) members who are a reflection of the community and a representation of present and potential areas of program emphasis.
- Section 2 - Each of the program areas shall have one designated member on the committee.
- Section 3 - Additional advisory committee members shall be key leaders from the broader community.
- Section 4 - Ex-officio members:
- a. Archuleta County Board of County Commissioners
  - b. Archuleta County Extension staff
  - c. 4-H Council President
  - d. Shall have not voting rights
- Section 5 - Terms of committee members shall be three years. The initial membership will be divided into one, two and three year terms and thereafter, appointed for three-year terms. New terms will begin immediately after the annual meeting. Each member of the committee may serve three complete terms in succession. After completing three full terms, the members must wait at least one year before re-appointment.
- Section 6 - Each member of the committee shall be entitled to one vote.

- Section 7 - Each new committee member is required to participate in an orientation to Extension and advisory committee responsibilities
- Section 8 - Attendance is important to committee membership. Members having two consecutive unexcused absences shall be removed from the committee.
- Section 9 - The Archuleta County Board of County Commissioners has the option to fill vacancies as they occur or wait until the next nominating cycle. Any appointees to fill vacancies shall serve until the end of the term they were appointed to fill.
- Section 10 - Membership may be terminated upon the written resignation of the member.
- Section 11 - Any member of the Advisory Committee is subject to removal by the Archuleta County Commissioners without cause.

#### Article V ORGANIZATION

- Section 1 - The Advisory Committee shall meet quarterly (March, June, September, and December).
- a. Calendar to be established by the Officers.
  - b. Special meetings may be called by the President or by four members of the committee.
  - c. Committee members must receive notification of a special meeting at least 24 hours prior to the meeting.
- Section 2 - The annual meeting shall be held in March.
- Section 3 - A simple majority of the appointed members must be present to constitute a quorum.
- Section 4 - The officers shall consist of chairperson, vice chairperson, and secretary. Officers shall be elected each year at the annual meeting.
- Section 5 - The nominating committee:
- a. Shall be appointed by the Officers.
  - b. The vice chairperson of the Advisory Committee shall serve as the chair of the nominating committee.
  - c. Shall recruit potential advisory committee members

- d. Shall present at the last meeting of the year a slate of nominees for election to the advisory committee and officers.

Section 6 - Sub-committees may be established as required in order for the committee to carry out its work.

- a. Sub-committee members may come from beyond the advisory committee membership although the chair of any sub-committee must be a voting member of the advisory committee.

Section 7 - These by-laws may be amended by 2/3's of the advisory committee's voting members at any regular meeting of the committee provided the by-law change has been included in the agenda when the meeting was announced.

## Article VI DIVERSITY STATEMENT

Section 1 -

The purpose of this policy is to state and affirm the university's commitment to equal opportunity and non-discrimination.

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. The University complies with Titles VI and VII of the Civil Rights Act of 1964, as amended, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Age Discrimination in Employment Act of 1967, as amended, the Pregnancy Discrimination Act of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal access and opportunity in treatment, employment, admissions, programs and activities shall be extended to all persons. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans. The Office of Equal Opportunity is located in 101 Student Services Building.

Approved by the Archuleta County CSU Extension Advisory Committee  
this 10<sup>th</sup> day of December, 2018

The Archuleta County CSU Extension Advisory Committee



By:

Jim Smith, President

Approved by the Board of County Commissioners  
this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Archuleta County Board Of County Commissioners.

By:

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Ronnie Maez, Chairman